

June 29, 1999

CHIEF INFORMATION OFFICER LETTER

**CHECKLIST OF THE VETERANS HEALTH ADMINISTRATION RECORDS
CONTROL SCHEDULE 10-1 CHANGES**

1. This Information Letter lists previously published Veterans Health Administration (VHA) Records Control Schedule (RCS) 10-1 changes.
2. As a consequence of new or revised record retention requirements for VHA records, the Directives, Forms and Records Management Office issues changes to the RCS 10-1. The changes provide new record retention and disposal requirements that have been approved by the National Archives and Records Administration. Copies of these changes can be ordered from the Office of Acquisition & Materiel Management Forms & Publications Depot.
3. Depot stock numbers for the RCS 10-1 changes are listed below:
 - a. Change 1 dated August 18, 1993, General and Administrative Records, Section II - Personnel Service, Section XXVI - Medical Administration Service Section XXXII - National Center for ADP Security, Section XXXIII - Professional Affairs Staff, Section XXXIV - Directives, Forms and Records Management. Depot stock number is P92001.
 - b. Change 2 dated April 7, 1994, Section XXXV - Medical Inspector Office. Depot stock number is P92057.
 - c. Change 3 dated July 21, 1994, Section V - Office of Acquisition and Materiel Management. Depot stock number is P93116.
 - d. Change 4 dated April 26, 1995, Section VII - Surgical Service, Section XXVI - Medical Administration Service. Depot stock number is P93117.
 - e. Change 5 dated September 6, 1995, Section XXXVI - Chaplain Service. Depot stock number is P73620.
 - f. Change 6 dated October 26, 1995, Section XIV - Nursing Service. Depot stock number is P89567.
 - g. Change 7 dated June 3, 1996, Section II - Personnel, Section XXXII - National Center for ADP Security. Depot stock number is P94244.

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- h. Change 8 dated September 26, 1996, Section VI - Medical Service, Section IX - Radiology Service. . Depot stock number is P94356.
 - i. Change 9 dated July 9, 1997, XXI - Neurology Service, Quality Management. Depot stock number is P54502.
 - j. Change 10 dated August 4, 1997, Vital Records Schedule. Depot stock number is P54526.
 - k. Change 11 dated February 9, 1998, Section XX - Neurology Service. Depot stock number is P94731.
 - l. Change 12 dated August 5, 1998, One-time Disposition Authorizations. Depot stock number is P94915.
 - m. Change 13 dated March 18, 1999, General and Administrative Records, Section II - Personnel, Section V - Office of Acquisition and Materiel Management, Section XXIII - Security Service, Section XXVI - Medical Administration Service, Section XXIX - Media Production Service, Section XXXII - National Center for ADP Security. Depot stock number is P95141.
4. To replace missing changes, contact the Office of Acquisition & Materiel Management Forms & Publications Depot at (708) 786-7819/7760. For further information about this IL or any of the changes, you may contact Mr. Sherwin Lynch at (202) 273-8312 or via MS Exchange.

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